

CONTRACT EMPLOYEE ACCOUNTS PAYABLE

(For contract employees who need to be paid from a FY2001 contract and are also currently being paid from a FY2002 contract)

The fiscal year account code rollover will insert the fiscal year 2002 account into the current position. This position will be used for payments made in FY2002

If payment is needed to pay the contractor for FY2001, the department must create a concurrent job record with a position containing an FY2001 account code.

The following are procedures to process the FY2001 payment in MMARS and HRCMS.

MMARS

- Please verify there is enough money in the FY2001 Service Contract (SC) to pay the money owed to the employee for prior year FY2001

HRCMS

1. REQUEST NEW POSITION NUMBERS

- Request a new Position Number with an effective date of June 17, 2001, for each contract employee owed money for FY2001.
- Follow the normal procedures for requesting new positions from your Control Department.
- For Executive Branch departments, you must request positions through your HRD Analyst.
- For each position, you will need to indicate:
 - Position Type = CN
 - MMARS Appropriation Account for Account Code assignment
 - Job Code
 - Salary Plan
 - Object Code
 - Location Code

2. ADD A CONCURRENT JOB

a) **Use Add Concurrent Job to create a new Employee Record Number associated with the new Position Number.**

- *Go – Administer Workforce –Administer Workforce (US)*
- *Use – Add Concurrent Job – Work Location*

The screenshot shows a Windows-style dialog box titled "Add -- Add Concurrent Job". It has a standard close button (X) in the top right corner. Inside the dialog, there are two labeled input fields. The first is "EmplID:" followed by an empty text box. The second is "Employment Rcd Nbr:" followed by a text box containing the number "0". To the right of these fields are two buttons: "OK" and "Cancel".

- Enter the employee's current Employee ID.
- Tab to the Employment Rcd Nbr field and enter in the next Employee Record Number.

(Note: If you enter in an Employment Record Number that already exists for the employee, you will receive an error and you must enter in the next consecutive number.)

- Click OK

b) Work Location panel

- Effective Date = Monday, June 18, 2001
- Action = Hire
- Reason = CON (Contract)
- Position Number = new Position Number for FY2002

c) Payroll Panel

- Verify the FICA Medicare Status field is correct and consistent with the FY2002 Job record

d) Compensation panel

- Verify Comp Frequency and Compensation Rate
- Select correct Object Code

e) Employment Data panel

- Benefit Record Number = same number as new Employment Record Number
- *(Note: Each position MUST have a unique Benefit Record Number. If it does not, the employee will have benefits deducted from all active positions.)*

f). TL Data button

- Effective Date = Effective Date on Work Location panel
- Select correct Workgroup e.g.(CONTRPOS), Taskgroup and Task Profile ID
- Benefit Program Participation panel
- Effective Data = Effective Date on Work Location panel
- Select appropriate Benefit Program

3. FILL OUT MMARS CONTRACT INFORMATION PANEL

- Fill out the MMARS Contract Information panel for the new position using FY2001 contract information.
 - *Go – Administer Workforce – Administer Workforce (US)*
Use – MMARS Contract Information – Update/Display All

4. POSTING ACCOUNTS PAYABLE TRANSACTIONS

- Reminder: On the day following the hire, you can access the employee's new job record.

Posting using Prior Period Adjustments

- Be sure you are in the Employee Record for FY2001 when entering time (*check the MMARS Contract Information panel to confirm*).
- Post the adjustment using any day from June 18, 2001 to June 30, 2001.

5. TERMINATE THE FY2001 JOB RECORD

- Terminate (without pay) the FY2001 job record using a date after the pay period in which the employee was paid.